



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

10-105

VACANCY ANNOUNCEMENT - JEDDAH

10/23/10

RE-ADVERTISEMENT

OPEN TO	All Interested Applicants
POSITION	Protocol-Pol/Econ. Clerk, FSN-06 Position # 100240
OPENING DATE	Saturday, October 23, 2010
CLOSING DATE	OPEN UNTIL FILLED
WORK HOURS	Full-time; 40 hours/week
SALARY	* Ordinarily Resident: Position grade: FSN-06, SR.58,025(Annual basic salary excluding eligible allowances). *Not Ordinarily Resident (NOR): Position grade: FP-08 US\$ 35,753 --Grade determination will be approved by Washington. --U. S. Federal and State taxes will be deducted from the salary.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED TRANSFERABLE WORK PERMIT AND/OR RESIDENCY PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION. ONCE SELECTED, A WRITTEN NOTE FROM THE CURRENT EMPLOYER/ SPONSOR CONFIRMING THE RELEASE WILL BE REQUIRED BEFORE HIRING IS EFFECTED.

BASIC FUNCTION OF POSITION

Works under the supervision of the Political/Economics Officer to assist in the planning and execution of official functions hosted by the Consul General and other executive officers at post. Prepare diplomatic notes and official correspondence in Arabic and English. Assist in reviewing the daily press and provide English-language summaries of selected Arabic-language articles to officers. Maintain the database of Consulate protocol contacts. Support official visits and official travel in the consular district. Perform full duties of the Protocol-Political/Economics Specialist during his/her absence.

Please click on the link below for the major duties and responsibilities of the position. [DUTIES](#)

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education**: Completion of Secondary School.
2. **Experience**: At least two years of related work experience, preferably at an Embassy or a Consulate.
3. **Language Requirements**: Level IV (fluent) written and spoken English and Arabic.
4. **Knowledge/Other Criteria**: Must have thorough knowledge of Saudi Arabia's political structure, institutions, economic and historic development, community leaders, and key political and business figures.
5. **Other Skills**: Strong initiative and time management skills are required. Must work well with others and be able to adhere to deadlines. Must be able to represent the Consulate in the government community with professional demeanor and comportment. Strong computer skills including familiarity with word processing software and internet search engines are required. Must have strong writing abilities and excellent oral communication skills in both languages, English and Arabic.

SELECTION PROCESS

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position **must** submit the following or the applications will not be considered:

1. Application for U.S. Federal Employment (DS-174);
2. A current resume or curriculum vitae;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application;
4. A clear copy of valid Saudi residence/work permit;

5. Any other documentation (e.g. copy of valid work permit, essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

SUBMIT APPLICATION TO

In person: Front Gate, American Embassy, Riyadh, or

By mail: Human Resources Office, Riyadh

P. O. Box 94309, Riyadh 11693

By e-mail: HRORiyadh@state.gov

FAX: 01-488-7765

POINT OF CONTACT

Human Resources Office

Telephone: 01-488-3800

DEFINITIONS*

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
- Does not receive a USG annuity or pension based on a career in the US Civil; Foreign, or uniform services.

2. US Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;

- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

4. Not Ordinarily Resident (NOR): An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

CLOSING DATE: OPEN UNTIL FILLED

PLEASE NOTE THAT SHORT LISTING AND INTERVIEWS ARE NORMALLY COMPLETED WITHIN FOUR WEEKS OF THE CLOSING DATE. PLEASE ASSUME THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL IF YOU HAVE NOT HEARD FROM US WITHIN FOUR WEEKS OF THE CLOSING DATE.

The US Mission in Saudi Arabia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: HR: SMRafi; PChakraborty

Cleared: JED: VScarborough; HRO: GSoriano; FMO: NBrown

Approved: MGT/C: ABarkley